

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES OF NOVEMBER 7, 2012  
CITY HALL WEST CONFERENCE ROOM  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Krenz, Reeder, Turner, Ziemba

MEMBERS ABSENT: Sturim

STAFF PRESENT: Rynbrandt, Director of Community Services  
Lucar, Planning and Development Dept.

Call to Order

Chairman Reeder called the meeting to order at 6:30 p.m.

Approval of Agenda

Chairman Reeder noted the original agenda had been revised that day, adding the following items: HUD CAPER Acceptance and Kent County EVIP Grant and Wyoming, Grand Rapids, Kent County Study Group. He asked for a motion to approve the revised agenda, with the following change: Deleting the Compassion This Way presentation since Executive Director Brian Patterson is ill.

Motion by Krenz, supported by Turner, to approve the revised agenda. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by Ziemba, supported by Krenz, to approve the prior meeting minutes of October 3, 2012. Motion carried unanimously.

Public Comment on Agenda Items

There was no public present.

Kent County EVIP Grant and Wyoming, Grand Rapids, Kent County Study Group

Rynbrandt recalled the discussions last year regarding review of possible consolidation and/or collaboration efforts with Kent County. It was concluded that the Committee and City Staff did not like the fact, as proposed by the County, that the City of Wyoming, as a HUD entitlement community, would have to apply to Kent County for its own funds. Since that time, discussions regarding collaborating have continued and there is still

much support to explore opportunities for joint community development efforts between Wyoming, Kent County and the City of Grand Rapids. Kent County has applied for and has received the State EVIP grant to perform studies on possible efficiencies, service sharing, collaboration and consolidation of services between these three communities. Rynbrandt referred to the draft timeline for this process, with a target date of July 2013 for conclusion. Wyoming has stressed the importance of having a member of its Community Development Committee participate in this process as part of the study committee. The commitment would be approximately 5-8 meetings, which would typically be held during the day. Rynbrandt asked for volunteers. Ziemba said he may be able to participate if he knew the time of day the meetings would be held. Krenz said she would be available. Rynbrandt would also reach out to Rick Sturim and obtain more detail regarding the meeting times. She is also recommending that a community development client participate in the process.

Chairman Reeder asked for more detail regarding the actual process of evaluating each of the communities. Rynbrandt would check to see if she could provide them with the draft Request for Proposals for consultants. Rynbrandt pointed out there are some areas of services that are not offered by all communities. For example, code enforcement is done in Wyoming and Grand Rapids, but not in Kent County. Chairman Reeder stressed the importance of the evaluation criteria and results being spelled out clearly when making comparisons between communities.

#### Proposals for Rehabilitation Program Changes

Lucar explained she is drafting revisions to the current Rehabilitation Manual, which has not been updated since 2002. Staff is asking for the Committee's recommendation on revisions to two policies:

**Maximum Allowable Loan Value** – Lucar noted the current maximum allowable loan limit is \$15,000. This amount has been in place for at least 12 years. Since the cost of construction materials has increased over the years, and it has been a challenge to include all necessary code repairs within this \$15,000 maximum, Staff is recommending an increase in this amount. Lucar has consulted with other communities, and most maximums are between \$20,000 - \$25,000. Ziemba agreed with the \$20,000. Krenz said her first thought was to raise it to \$18,000, but raising it to \$20,000 could prevent having to go through the process of raising it again in the near future.

Motion by Krenz, supported by Ziemba, to recommend the Rehabilitation Manual be revised to raise the maximum allowable loan limit from \$15,000 to \$20,000. Discussion followed.

Lucar also pointed out, currently for the 3% Loan, \$4,000 out of the \$15,000 can be used for general improvement items such as replacement of kitchen cabinets, carpeting, etc. These improvements are allowed only if all code items have been addressed. She

asked whether the Committee would like to also raise the \$4,000 limit for general improvement items.

Krenz amended her motion, supported by Ziemba, to also recommend the Rehabilitation Manual be revised to raise the \$4,000 limit for general improvements to \$5,000 for 3% Loans.

A vote on the motion carried unanimously.

Emergency Repair Waitlist Impacts (All Projects) – Lucar explained currently when there is either an emergency furnace or emergency roof situation, the loan applicant is moved to the front of the waiting list for these repairs. In most cases, other code items need to be addressed on the home, but the applicant is moved to the end of the list for these remaining improvements. Currently there are over 100 people on the waitlist, so an applicant could have to wait up to three years for the rest of the improvements to be addressed. Currently there are about 2-3 emergency cases per year. For Kent County's CDBG program, in emergency situations they move applicants to the front of their waiting list and address all needed improvements at one time. The advantage to this approach administratively is that there is only one case review instead of two, filing of one mortgage instead of two, etc., which is very time intensive. One possible negative perception to this approach is that emergency applicants have the advantage of being placed on the top of the list for all improvements, ahead of people who have already been on the waitlist for some time. Staff asked for the Committee's viewpoint in this regard.

Ziemba thought it made sense from a cost and administrative standpoint to do only one set of paperwork instead of two.

Turner felt applicants may take advantage of the situation in order to move to the front of the list. Lucar mentioned the Rehabilitation Specialist does an inspection to determine whether there is a true emergency. With an emergency furnace, the applicant has to provide documentation from a heating contractor that the furnace cannot be repaired and could be a health hazard. For an emergency roof, there actually has to be water coming into the home.

Chairman Reeder agreed with doing all the improvements at once with one case review, but thought the number of emergency cases per year should be monitored to make sure there is not an increase in emergency requests.

Motion by Krenz, supported by Ziemba, to recommend the Rehabilitation Manual be revised to allow emergency furnace/emergency roof loan applicants to be placed at the front of the waitlist and that all other home improvements may be addressed at that time. The number of emergency cases should be monitored each year to review any noticeable increases in requests. Motion carried unanimously.

### Grant Making Recommendation Cycle Sub-Recipients Presentations

Rynbrandt noted current CDBG Subrecipients, Home Repair Services and the Fair Housing Center of Western Michigan, would be giving their presentations and requests for FY 2013-2014 funding. Subrecipient Compassion This Way (Taft Adopt-a-Block) would be giving their presentation next month since Director Brian Patterson is ill.

Home Repair Services – Executive Director Dave Jacobs introduced himself and Bob Hengeveld, Repair Program Manager. He mentioned they have been partnering with Wyoming CDBG for the past 19 years providing resources to homeowners. Over the past year they have served over 327 households in Wyoming. He presented homeownership and foreclosure data trends related to Wyoming. While requests for foreclosure assistance have gone down somewhat, requests for home repairs have gone up. Hengeveld explained how they prioritize home repair needs. Jacobs discussed each of the four types of services provided to Wyoming homeowners using CDBG funds, and their request for next fiscal year. For Minor Home Repair they request \$34,000, with 60 homeowners receiving emergency repairs and no increase in funding. For Accessibility Modifications, they propose to keep the funding at \$16,000, with no increase, assisting four disabled residents. For Foreclosure Intervention, they request \$8,000, with no increase, preventing approximately 35 foreclosures. For the Air Sealing program, they are requesting the amount be increased from \$2,000 to \$10,000, due to the substantial DTE rebate program available and the ability to leverage CDBG funds for additional impact. Ten families will receive home weatherization. Turner asked how the DTE rehab program worked. Jacobs gave an example, if \$6,000 is funded for air sealing, they can receive a \$3,000 rebate which provides a total of \$9,000 in funding.

Following the presentation, there was discussion by the Committee. Chairman Reeder asked if there were other agencies besides Home Repair Services that provide some or all of these services. Rynbrandt would follow up on this question.

Ziemba asked, regarding financial counseling, are the people screened to determine the history behind the potential foreclosure. Rynbrandt said, as with most government funded programs, there is some type of screening process. Jacobs had indicated in his presentation that, of the people who received financial counseling, 50% of their homes were saved from foreclosure.

Fair Housing Center of Western Michigan – Liz Keegan, Director of Education and Outreach introduced herself and Elizabeth Stoddard, Director of Advocacy. She indicated they have been partnering with Wyoming since 1981. She gave a presentation on the various fair housing services they provide in Wyoming. The CDBG funds are used for services in three areas: 1) Complaint Assistance/Investigation; 2)

Housing Testing; and 3) Outreach and Education.

As far as outreach and education, the annual Fair Housing training seminars have been very successful, especially over the last few years, with over 70 people in attendance last year and over 80 people this year. It was acknowledged that this was in part due to the work of City of Wyoming staff, assisting with organizing and marketing of the event.

They are requesting their funding remain the same as in prior years, at \$17,000.

Turner asked how long the funding has been at \$17,000. Rynbrandt replied at least ten years.

Chairman Reeder asked to see how the Fair Housing Center budgets the CDBG funding. Lucar indicated that this information may be a part of their annual reporting. Staff will review and would provide this for the next meeting.

#### Kent County Land Bank

Rynbrandt referred to the material in the agenda packet giving background information on the Kent County Land Bank. The City is an active supporter of this organization, and she serves on their land acquisition subcommittee.

#### Status on Letter of Intent Submittals

Letter of Intent Process for Potential Sub-Recipients 2013-2014 – Rynbrandt noted HUD has stressed the need to strengthen the process of reaching out to non-profit organizations as potential sub-recipients of CDBG funds. A public notice was published in the Advance Newspaper requesting Letters of Intent from interested parties. The deadline date for receipt of applications was October 24<sup>th</sup>. There were no Letter of Intent submittals received.

#### HUD CAPER Acceptance

Rynbrandt referred to the letter from State HUD Director Keith Hernandez approving the City's Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2011-2012. There were no findings or concerns with the report. She congratulated Lucar and Karen Sterk in Finance for their work in this regard.

#### Committee Member Recruitment Flyer Results

The recruitment flyers were distributed to various places by Krenz, such as the Wyoming Senior Center, Fire Department, Marge's Donut Den and Park Center Lanes. There have been no responses as yet.

Committee Member Concerns and Suggestions

Chairman Reeder questioned whether a meeting in December is necessary if there are very few agenda items. Rynbrandt would touch base with him in this regard in a few weeks.

Public Comment in General

There was no public present.

Adjournment

Motion by Krenz, supported by Ziemba, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 8:35 p.m.

(Tentative next meeting: **December 5, 2012**)

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Kimberly S. Lucar  
Planning & Development Department